



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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Chief Human Resources Officer

PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Police Department Appointing Authorities; Police Chiefs

FROM: Sally A. McNeely, Director *Sally A. McNeely*
Organizational Development Group

DATE: April 21, 2006

SUBJECT: READING LIST FOR PROMOTIONAL EXAMINATIONS

**POLICE SERGEANT
POLICE LIEUTENANT
POLICE CAPTAIN**

EXAMINATION DATE — SATURDAY, OCTOBER 21, 2006

Examinations for this series are scheduled for October 21, 2006. Candidates are responsible for reading the following texts. (Please note carefully which edition is listed for each text.) All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

Community Policing: A Contemporary Perspective (4th ed., 2005). R., Kappeler, V. E., and Gaines, L. K.; Anderson Publishing Company-Lexis Nexis; ISBN 1593459629.

Criminal Investigation (9th ed., 2006). Swanson, C. R., Chamelin, N. C., and Territo, L.; McGraw-Hill, Inc.; ISBN 0073212784. (All chapters except chapter 17)

Police Administration (6th ed., 2005). Swanson, C. R., Territo, L., and Taylor, R. W.; Prentice-Hall, Inc.; ISBN 0131123114.

Supervision of Police Personnel (6th ed., 2001). Iannone, N. F., and Iannone, M. P.; Prentice-Hall, Inc.; ISBN 0136492290.

Massachusetts General Laws, as amended through the release date of this reading list.

(Continued on Reverse Side)

Additional Sources to Help Explain Massachusetts General Law and Constitutional Law

Motor Vehicle Law: Cruiser Guide 2006 (2006). Scheft, J. S.; Law Enforcement Dimensions; ISBN 1932348107.

Juvenile Law: Field Manual 2006 (2006). Scheft, J. S.; Law Enforcement Dimensions; ISBN 193234814X. NOTE: The title page just inside the cover reads, *Police Juvenile Issues: Field Manual 2006*. According to the publisher, this book will/has become available for purchase, early in the week of April 10-14, 2006.

Police Desk Reference to Criminal Investigation Procedures (2005/2006 ed., 2005). Collins, J. M. of the law firm of Collins and Weinberg; Municipal Police Institute, Inc. NOTE: According to the publisher, the 2005/2006 edition will be replaced by the new 2006/2007 edition in August 2006. Applicants are encouraged to obtain a copy of the 2005/2006 edition prior to the issuance of the 2006/2007 edition.

Police Desk Reference to Massachusetts Criminal Laws (2005/2006 ed., 2005). Champeon, S.R. (based on a Manual Prepared by Attorney John M. Collins and the staff of the law firm of Collins and Weinberg); Municipal Police Institute, Inc. NOTE: According to the publisher, the 2005/2006 edition will be replaced by the new 2006/2007 edition in August 2006. Applicants are encouraged to obtain a copy of the 2005/2006 edition prior to the issuance of the 2006/2007 edition.

The primary source of examination questions measuring knowledge of law and court decisions governing police work in Massachusetts is the Massachusetts General Laws (as amended as of April 21, 2006). These four resources are secondary sources of information about law and court decisions that are useful for study purposes. In the event of a conflict between these resources and that contained in the General Laws, the General Laws will be the definitive source.

Publishers of Reading List Texts

Anderson Publishing Company-Lexis Nexis, 1275 Broadway, Albany, NY 12204; 800.223.1940;
<http://bookstore.lexis.com/bookstore/catalog>

McGraw-Hill, Inc., P.O. Box 182604, Columbus, OH 43272, 800.262.4729; <http://www.mcgrawhill.com>

Municipal Police Institute, Inc., 47 Memorial Drive, Shrewsbury, MA 01545; 800.322.2011;
http://www.masschiefs.org/MPI/Manuals/reading_materials.htm

Law Enforcement Dimensions, 846 Massachusetts Avenue, Arlington, MA 02476; 781.646.4377;
<http://www.ledimensions.com>

Prentice Hall, Inc., a division of Pearson Education, 200 Old Tappan Road, Old Tappan, NJ, 07675;
800.947.7700; <http://vig.prenhall.com>

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or web site listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Guy Paris, Personnel Selection Specialist, at 617.878.9759 or at guy.paris@state.ma.us. A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at www.mass.gov/civilservice under Examination Information.